

Role Description for College Research Integrity Champions

Grade	Professor
Duration	Appointed for a period of 3 years in the first instance.
Reporting to	Head of College / Dean of Research (as appropriate) for this role.
Appointment Process	Appointment will be made by the Head of College through nomination to VP (Research).
Role Summary	<p>Responsible for:</p> <ul style="list-style-type: none"> Promoting good research practice within the context of the relevant discipline. Ensuring that the principles and relevant standards are embedded in cross-University and local guidance, in training and procedures, and integrated into mentorship programmes. Ensuring that local advice is available to researchers (staff and students) who are unsure about a research conduct issue and may be considering whether to make an allegation of misconduct. Supporting the network of local (School and RI) Research Integrity Advisers who are delivering the activities above.
Responsibilities	<p>The College Research Integrity Champion will:</p> <ol style="list-style-type: none"> Promote good research practice within the context of the relevant disciplines, ensuring that the principles and relevant standards are embedded in cross-University and local guidance, training, and procedures, and that they are integrated into mentorship programmes. This responsibility will include delivering presentations on the subject at Supervisor training and School/RI away days, or similar. Support local School/RI Advisers in their role in providing informed advice to individuals on issues relating to good research practice and research integrity. Liaise with local School/RI Advisers in relation to individuals making or considering allegations of misconduct (see also Appendix 1 below). In these circumstances, Champions should: <ul style="list-style-type: none"> Undertake a preliminary assessment of the concern or allegation. Before embarking on resolution or detailed fact-finding, communicate the details of the case, confidentially, to the Named Person (mailto:research-integrity@glasgow.ac.uk), in order to discuss subsequent steps and, where relevant, receive advice and administrative support. <p>The Champion might subsequently be required to provide informed advice to individuals on the most appropriate options, including whether to:</p> <ul style="list-style-type: none"> Refer the matter directly to the person against whom the allegation is being made. Not proceed with, or withdraw, the allegation if discussion resolves the concerns. Refer the allegation to the Head of School (HoS) or Director of Institute (DoI) for resolution at the local level, working with the HoS/DoI to agree appropriate remedial action if required. Where appropriate, demonstrate willingness to participate in misconduct investigation panels. Maintain a record of concerns raised and the outcomes to facilitate cross-University reporting to RPSC, including the identification of any emerging patterns and/or future training needs. Where required, attend relevant external integrity/ethics workshops or meetings, e.g. the annual UKRIO conference (a central budget can be made available by Research & Innovation Services). Attend the University internal annual integrity meeting. Report to College R&KT or equivalent advising on integrity policies, practices, and implementation of strategies to promote good data management.

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What Research & Innovation Services (R&IS) can do to support you!

- Provide bi-annual reports which will provide sector updates, in-house developments, and locally sourced examples of good research practice within the university.
- Organise annual Champion and Adviser meetings to share practice and provide opportunity to input policy and strategy development in this area.
- Work with you to develop bespoke training to meet the needs of your School/RI.
- Provide confidential advice by phone or email to support any queries relating to research misconduct (research-integrity@glasgow.ac.uk).
- Offer training and support for attendance at external meetings or training as appropriate.
- We are open to other suggestions as to how we can assist you in your role as Research Integrity Champion. Please email comments or suggestions to Amanda.McKenna@glasgow.ac.uk

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Appendix 1: Role of Research Integrity Champion and Adviser in Handling Concerns about Research Conduct

The core role of the Research Integrity Champion/Adviser is to provide guidance and support in relation to good research practice. Champions/Advisers also ensure that advice is available to researchers (staff and students) who are unsure about a research conduct issue and who might be considering whether to make an allegation of misconduct.

This section clarifies the actions and roles of the Champion/Adviser when queries, concerns or allegations are communicated to them. This document supplements section 4.3.1 of the [Code of Policy and Procedures for Investigating Allegations of Misconduct in Research](#) (the “Code”).

Research Integrity Champions and Advisers may seek advice or support at any time by contacting the Named Person via R&I Services (research-integrity@glasgow.ac.uk).

Queries, concerns, and allegations

Queries

Staff and students might have questions or requests for clarification about an aspect of research practice, for example, publication policy, data ownership, ethical approval, or integrity training. These queries may be resolved locally by the Champion/Adviser, without notifying the Named Person.

Concerns and allegations

The advisory role of Champions/Advisers in addressing queries is distinct from their role in addressing concerns about research conduct raised by a student or staff member, or indeed when approached by a student or staff member who is thinking of making an allegation of misconduct.

What to do if a concern or allegation arises:

The Champion/Adviser should record the case as described to them by the complainant, in as much detail as possible without the need to review documentation, conduct interviews or otherwise undertake detailed fact-finding.

The details of the case should then be communicated confidentially (that is, without disclosing the identities of the parties involved) as follows:

- If an Adviser receives a concern or an allegation of misconduct, they should contact their [College Integrity Champion](#), who will then contact the Named Person via research-integrity@glasgow.ac.uk.
- If the Adviser perceives a conflict of interest with the College Champion, the Adviser should contact the Named Person directly via research-integrity@glasgow.ac.uk.
- Where an allegation is received from a source external to the University, it should be forwarded immediately to the Named Person via research-integrity@glasgow.ac.uk.

The Named Person or their senior support team will, in accordance with the Code, advise on the most appropriate course of action, ranging from dismissal of the concern, informal resolution, through to initiating a screening process, which might progress to a full investigation. After considering the details of the case, the Named Person or their senior support team might advise the College Champion to determine whether a resolution to the concern or allegation can be reached

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informally e.g. via a discussion with the complainant and/or respondent. The Named Person or their senior support team will support the resolution of the case by mediating all communications with external parties such as funders, publishers, or external collaborators.

The role of the Champion/Adviser is not to decide whether a case should be dismissed or investigated; that is the role of the Named Person and the Research Integrity Council.

Confidentiality is vital throughout all cases of possible misconduct: the names of the individuals involved (whether that be the complainant, the respondent, or other parties) should not be disclosed. The name of the complainant should not be disclosed to the respondent unless written consent has been given by the complainant to do so.

Record-keeping

In all cases, whether a query, a concern or an allegation, the Champion/Adviser is required to note case details in their logbook. An example logbook can be found on our Champion/Adviser [webpages](#).